

EMERGENCY PERMITS

Resource Specialist, CLAD, BCLAD, Clinical Rehabilitative Services,
Clinical Rehabilitative Services, Including Special Class Authorization, and
Library Media Teacher Services

The Emergency Permits described in this leaflet are only available at the request of an employer. **Applicants may not apply directly to the Commission for these documents.** If you wish to seek employment based upon an emergency permit, please contact your prospective employer for more information. **Effective January 1, 1998, emergency permits described in this leaflet may be reissued to an applicant a maximum of four times authorizing a maximum of five years of service.**

USING THIS LEAFLET

The employer and the applicant must meet both the general and specific requirements (described below and on the following pages) as prerequisites for issuance of Emergency Permits.

GENERAL REQUIREMENTS FOR ISSUANCE OF EMERGENCY PERMITS:

- (1) Possession of a baccalaureate or higher degree from a regionally accredited college or university;
- (2) Passage of the California Basic Educational Skills Test (CBEST), unless exempted by statutes or regulations;
- (3) Completion of the requirements for the specific permit as described below;
- (4) Submission of a complete application packet, including payment of the fee(s) and other documents required to verify completion of all requirements for the specific emergency permit, to an employing agency;
- (5) Submission of Livescan Service form (41-LS) or two fingerprint cards (FD-258), **and** the Character and Identification Clearance form (41-CIC), if the applicant does not already have fingerprint clearance on file with the Commission; and
- (6) The employing agency must have on file with the Commission an annual Declaration of Need for Fully Qualified Educators.

ADDITIONAL INFORMATION:

- (1) The employing agency must provide orientation, guidance and assistance when an individual obtains, for the first time, any of the emergency teaching permits described in this leaflet. The employing agency may vary the nature, content and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. It shall include, but not be limited to, an overview of all of the following topics:
 - (a) the curriculum that emergency permit holder is expected to teach;
 - (b) effective techniques of classroom instruction at the emergency permit holder's assigned level: preschool, elementary, middle, secondary, or adult education; and
 - (c) effective techniques of classroom management at the emergency permit holder's assigned level: elementary or secondary.

To the extent reasonably feasible, the orientation to teaching shall occur before the emergency permit holder begins his or her teaching assignment.

- (2) The employing agency will assign an experienced educator to guide and assist each holder of an emergency permit described in this leaflet. The experienced educator shall be a certificated employee of the employing agency, or a certificated retiree of a California school district or county office of education; and have completed at least three years of full-time classroom teaching experience.
- (3) Emergency permits are valid for one year.
- (4) Teaching or service authorized by an emergency permit (except the 30-Day Substitute Permit) is restricted to schools operated by the employing agency that requested the permit.

REQUIREMENTS FOR REISSUANCE OF EMERGENCY TEACHING/SERVICES PERMITS:

- (1) Submission of a complete application packet, including payment of the fee(s) and other documents required to verify completion of all requirements for the specific emergency permit;
- (2) For the first reissuance only, verification by the employing agency that orientation, guidance and assistance have been provided for holders of emergency permits. For every reissuance after, verification by the employing agency that guidance and assistance have been provided for holders of emergency permits; and
- (3) For the first reissuance only:
 - (a) an evaluation by a Commission-accredited professional preparation institution identifying requirements the emergency permit holder must complete to be eligible for the related credential; and
 - (b) Verification of completion of at least six semester units or nine-quarter units of approved course work (with a grade of "C" or better) in a Commission-accredited professional preparation program or subject matter program required for issuance of the related credential. The course work must be completed after the issuance date of

the emergency permit that is being reissued and prior to the requested reissue date of the permit. The appropriate college or university must verify the course work; or

- (c) completion of a minimum of ninety hours of professional development activities that are directly related to the subject or class authorized by the emergency permit if the applicant is employed by an employing agency with a Plan to Develop Fully Qualified Educators which has been approved by the Commission.
- (4) For all subsequent reissuances completion of at least six semester units or nine-quarter units of approved course work (with a grade of "C" or better) in a Commission-accredited professional preparation program or subject matter program required for issuance of the related credential. The appropriate college or university must verify this.
- (5) The employing agency must have on file with the Commission, an annual Declaration of Need for Fully Qualified Educators.

SPECIFIC REQUIREMENTS FOR INITIAL ISSUANCE:

Emergency Resource Specialist Permit

The Emergency Resource Specialist Permit authorizes the holder to provide instruction and services to pupils whose needs have been identified in an individualized education program developed by the individualized education program team and who are assigned to regular classroom teachers for a majority of a school day; to provide information and assistance to individuals with exceptional needs and their parents; to provide consultation, resource information, and material regarding individuals with exceptional needs to their parents and to regular staff members; to coordinate special education services with the regular school programs for each individual with exceptional needs enrolled in the resource specialist program; to monitor pupil progress on a regular basis, participate in the review and revision of individualized education programs, as appropriate, and refer pupils who do not demonstrate appropriate progress to the individualized education program team; and to emphasize, at the secondary school level, academic achievement, career and vocational development, and preparation for adult life.

- (1) Either (a) or (b) below:
 - (a) the applicant must possess a valid California teaching credential requiring a baccalaureate degree and a professional preparation program, including student teaching, or
 - (b) the applicant must possess or show eligibility for an out-of-state credential in special education requiring a baccalaureate degree, and have completed a program approved by the responsible state licensing agency at a regionally accredited institution.
- (2) Either (a), (b), or (c) below:
 - (a) the applicant who holds a basic California teaching credential which does not authorize instruction for special education students must demonstrate intent to enroll in a Commission-approved program for the appropriate Special Education Specialist Instruction Credential within the valid period of the emergency permit.
 - (b) the applicant who holds a California teaching credential which authorizes instruction for special education students must demonstrate intent to either enroll in a Commission-approved program or complete the assessment for the Resource Specialist Certificate of Competence within the valid period of the emergency permit.
 - (c) the applicant who holds or is eligible for an out-of-state credential in special education must demonstrate intent to enroll in either a Commission-approved program for the appropriate Special Education Specialist Instruction Credential or the basic teaching credential, as appropriate to his or her training, within the valid period of the emergency permit.

To reissue an Emergency Resource Specialist Permit the applicant and the employing agency must meet the requirements for reissuance of emergency permits, except in lieu of the six semester units of course work or ninety clock hours of professional development, the applicant who holds a California teaching credential which authorizes instruction for special education students may complete the assessment for the Resource Specialist Certificate of Competence.

Emergency Bilingual, Crosscultural, Language and Academic Development (BCLAD) Permit

The Emergency Bilingual, Crosscultural, Language and Academic Development (BCLAD) Permit authorizes the holder to provide the following services to limited-English-proficient pupils: (1) instruction for English language development, and instruction for primary language development in the language of emphasis in grades twelve and below, including preschool, and in classes organized primarily for adults, except when the prerequisite credential or permit is a designated subjects adult education teaching credential, or a children's center or child development permit, in which case instruction for English language development and primary language development is limited to the programs authorized by that credential or permit; (2) specially designed content instruction delivered in English in the subjects and at the levels authorized by the prerequisite credential or permit; and (3) content instruction delivered in the language of emphasis in the subjects and at the levels authorized by the prerequisite credential or permit.

- (1) Possession of a valid California teaching credential, services credential¹, children's center instructional permit, or children's center supervision permit which authorizes the holder to provide instruction to pupils in preschool, kindergarten, any of grades 1 to 12, inclusive, or classes organized primarily for adults, except for the following: emergency permits, exchange credentials, district intern certificates, sojourn credentials, teacher education internship credentials.
- (2) The applicant must verify target-language proficiency by one of the following:
 - (a) passage in the target language of the listening and speaking sections of Test 6 of the CLAD/BCLAD Examinations, or the oral language component of the Bilingual Certificate of Competence (BCC) examination, or
 - (b) passage in the target language of an assessment covering oral language proficiency, both listening and speaking, administered by a California college or university as a part of its Commission-approved BCLAD emphasis program, or

- (c) passage in the target language for which the Commission has no BCLAD Test 6 of an assessment covering oral language proficiency, both listening and speaking, performed by an approved organization, or
- (d) possession of a valid, non-emergency California Single Subject or Standard Secondary Teaching Credential with a major in the target language, or
- (e) possession of a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally accredited institution of higher education in the United States.

To reissue an Emergency Bilingual, Crosscultural, Language and Academic Development (BCLAD) Permit the applicant and the employing agency must meet the requirements for reissuance of emergency permits specified on page 1 except in lieu of the six semester units of course work or ninety clock hours of professional development, the applicant must complete both of the following:

- (a) Pass either Test 4, Test 5, or all four parts of Test 6 of the CLAD/BCLAD Examinations if these tests, or their equivalent, were not passed prior to issuance of the emergency permit being renewed. If all of these tests were passed prior to the issuance of the emergency permit being renewed, three semester units of course work required for the CLAD Certificate may be substituted. Passage of the four parts of Test 6 is not required of anyone who qualifies for the emergency permit by completion of subsections (d) or (e) above; and
- (b) Pass either Test 1, Test 2, or Test 3 of the CLAD/BCLAD Examinations if these tests, or their equivalent, were not passed prior to issuance of the emergency permit being renewed. If all of these tests were passed, or if the applicant opts to complete course work in lieu of taking these tests, three semester units of course work required for the CLAD Certificate may be substituted.

Emergency Crosscultural, Language and Academic Development (CLAD) Permit

The Emergency Crosscultural, Language and Academic Development (CLAD) Permit authorizes the holder to provide the following services to limited-English-proficient pupils: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults, except when the prerequisite credential or permit is a designated subjects adult education teaching credential, or a children's center or child development permit, in which case instruction for English language development is limited to the programs authorized by that credential or permit; and (2) specially designed content instruction delivered English in the subjects and at the levels authorized by the prerequisite credential or permit.

- (1) possession of a valid California teaching credential, services credential¹ children's center instructional permit, or children's center supervision permit which authorizes the holder to provide instruction to pupils in preschool, kindergarten, any grades 1 to 12, inclusive, or classes organized primarily for adults, except for the following: emergency permits, exchange credentials, district intern certificates, sojourn credentials, teacher education internship credentials.
- (2) To reissue an Emergency Crosscultural, Language and Academic Development (CLAD) Permit the applicant and the employing agency must meet the requirements for reissuance of emergency permits as stated on page 1 except in lieu of the six semester units of course work or ninety clock hours of professional development, the applicant must complete any two of the following: Test 1, Test 2, or Test 3 of the CLAD/BCLAD Examination, if these tests were not passed prior to issuance of the emergency permit being reissued. If the tests were passed, or if the applicant opts to complete course work in lieu of taking the tests, three semester units of course work required for the CLAD Certificate may be substituted for each test not taken.

Clinical or Rehabilitative Services in Language, Speech and Hearing, Including the Special Class Authorization

The Emergency Clinical or Rehabilitative Services Permit, with the Special Class Authorization, authorizes the holder to teach handicapped children in a special class in which the primary disability is speech and language impaired.

- (1) The applicant must provide written intent to complete the requirements for reissuance of the permit during the valid period of the permit.
- (2) The applicant must verify either of the following:
 - (a) possession of a valid Clinical or Rehabilitative Services Credential in Language, Speech and Hearing; or
 - (b) possession of a baccalaureate degree from a regionally accredited college or university and successful completion of an organized program of at least two full years or 60 semester units, including a minimum of 75 hours of supervised clinical practice with school-age children, in a regionally accredited college or university, in the area of language, speech and hearing.

The Emergency Clinical or Rehabilitative Services Permit in Language, Speech and Hearing, including the Special Class Authorization shall not be issued initially after July 1, 2000.

Clinical or Rehabilitative Services in Language, Speech and Hearing

The Emergency Clinical or Rehabilitative Services Permit in Language, Speech and Hearing authorizes the holder to provide clinical or rehabilitative services in the areas of language, speech, and hearing.

- (1) The applicant must provide written intent to complete the requirements for reissuance of the permit during the valid period of the permit.
- (2) The applicant must verify possession of a baccalaureate degree from a regionally accredited college or university and successful completion of an organized program of at least two full years or 60 semester units, including a minimum of 75 hours of supervised clinical practice with school-age children, in a regionally accredited college or university, in the area of language, speech and hearing.

The Emergency Clinical or Rehabilitative Services Permit in Language, Speech and Hearing shall not be issued initially after July 1, 2000.

Library Media Teacher Services

The Emergency Library Media Teacher Services Permit authorizes the holder to serve as a school or district librarian.

- (1) Persons holding a valid California Teaching Credential must verify all of the following:
 - (a) possession of a valid California Teaching Credential based on a baccalaureate degree and a professional preparation program, including student teaching; and
 - (b) the applicant must provide written intent to complete the requirements for reissuance of the permit during the valid period of the permit.
- (2) Persons holding or eligible for a valid service credential from a state other than California must verify all of the following:
 - (a) possession of, or eligibility for, an out-of-state credential or certificate authorizing service as a school librarian; and
 - (b) application for entrance or admission to a Commission-approved program for the Library Media Teacher Services Credential or a prerequisite teaching credential or demonstrate intent to enroll in such a program within a reasonable period of time.

¹The only services credential that meets this requirement is a Clinical Rehabilitative Services Credential with a Special Class Authorization.

CALIFORNIA BASIC EDUCATIONAL SKILLS TEST

The California Education Code and Title 5 Regulations specify that every applicant for a credential, certificate or permit to serve in the public schools of California must verify basic skills proficiency by obtaining a passing score on the California Basic Educational Skills Test (CBEST) before the credential, certificate or permit will be issued.

The CBEST serves two purposes in addition to certification. First, it may be required as a condition of employment. Applicants should contact the school district where they are considering employment for more information about this requirement. Also, the CBEST must be taken for diagnostic purposes prior to the final deadline for application for admission to a teacher preparation program. Contact the college or university education department for more information about this requirement.

Individuals only need to pass the CBEST once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST one must obtain a minimum scaled score of 41 in each of the three sections (reading, writing and mathematics). However, a section score as low as 37 is acceptable if the total scaled score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration.

Applicants for the following documents are exempt from the CBEST requirement:

1. Renewal, reissuance, or upgrading of existing credentials, certificates, or permits;
2. An additional credential, certificate, or permit to teach when the applicant holds a non-emergency California teaching document which required a bachelor's degree;
3. Credentials issued solely for teaching adults in apprenticeship programs;
4. Those Designated Subjects Credentials for which a bachelor's degree is not required;
5. Certificates of Clearance;
6. Children's Center Instruction Permits, Child Development Permits and Special Center Permits; and
7. Health Services Credentials, unless the document also authorizes teaching.

Applicants for the following documents may serve on a credential for one year pending the passage of CBEST:

1. Exchange Credentials; and
2. One-Year Nonrenewable (OYNR) Credentials. This credential may be issued to applicants who have completed their professional training outside of California and who have met all of the requirements for an initial California credential or permit except for a passing score on the CBEST. Applicants for the OYNR credential must submit a completed application packet through a California school district or county office of education that must include written verification that (1) the district or county cannot find a fully credentialed person to fill the open position, or one or more credentialed persons are available but do not meet the specified employment criteria for the open position, (2) they have offered employment to the credential applicant, and (3) the applicant has passed a basic skills test developed by the district or county. The district basic skills test does not replace the CBEST, which must still be taken and passed during the first year of employment.

The CBEST Registration Bulletin provides comprehensive information and instructions on test registration and administration processes. It is available at many school district and county education offices, testing offices or education department offices at California colleges or universities offering Commission-approved subject-matter or teacher preparation programs, or from the:

CBEST Program
National Evaluation Systems, Inc.
P.O. Box 340880
Sacramento, CA 94834-0880
(916) 928-4001
(TDD): (916) 928-4191

CALIFORNIA BASIC EDUCATIONAL SKILLS TEST (CBEST)

Sources for CBEST Information:

Credentialing Requirements:

California Commission on Teacher Credentialing
Box 944270
Sacramento, CA 94244-2700
Phone: (916) 445-7254, or (888) 921-2682

Internet address: **www.ctc.ca.gov**
E-Mail Address: **credentials@ctc.ca.gov**
(Please include postal address in e-mail messages)

Administration of CBEST:

CBEST Program
National Evaluation Systems, Inc.
P.O. Box 340880
Sacramento, CA 95834-0880
(916) 928-4001
(TDD) 928-4192

Internet address: **www.cbest.nesinc.com**

Fees for 2000-2001:

Fee for Regular Registration for any or all sections of the CBEST \$40

Fees for Additional Services:

- Change of Registration (test date, test area).....\$15
- Late Registration (in addition to the regular registration fee).....\$20
- Emergency Registration (in addition to the regular registration fee).....\$40
- Score Verification: Reading and Mathematics sections.\$20
- Score Report Reprints per report \$15

CBEST 2000-2001 Registration Schedule

Test Date (Saturday morning)	Postmark Deadline for Regular Registration	Late Registration Period (by phone only; requires an additional \$20 fee)	Emergency Registration Period (by phone only; requires an additional \$40 fee)	Score Report Mailing Date
April 15, 2000	March 17, 2000	March 20 – April 4, 2000	April 5 – 11, 2000	May 12, 2000
June 10, 2000	May 12, 2000	May 15 – 30, 2000	May 31 – June 6, 2000	July 7, 2000
August 5, 2000	July 7, 2000	July 10 - 25, 2000	July 26 - August 1, 2000	Sept. 1, 2000
October 7, 2000	Sept. 8, 2000	Sept. 11 - 26, 2000	Sept. 27 - Oct. 3, 2000	Nov. 3, 2000
December 2, 2000	Nov. 3, 2000	Nov. 6 - 21, 2000	Nov. 22 - 28, 2000	Jan. 5, 2001
February 10, 2001	Jan. 12, 2001	Jan. 16 - 30, 2001	Jan. 31 - Feb. 6, 2001	March 9, 2001
April 7, 2001	March 9, 2001	March 12 - 27, 2001	March 28 - April 3, 2001	May 4, 2001
June 9, 2001	May 11, 2001	May 14 - 29, 2001	May 30 - June 5, 2001	July 6, 2001